SOURCEWISE
COMMUNITY RESOURCE SOLUTIONS

previously Council on Aging Silicon Valley

Attachment B

ADVISORY COUNCIL MEMBER
JOB DESCRIPTION

Duties and Responsibilities

A member of the Advisory Council has the following duties:

- Serve as an advisor to Sourcewise, the State designated Area Agency on Aging for Santa Clara County;
- Act as an independent advocate for older persons, taking positions on federal, state, and local programs and legislation affecting older persons;
- Actively seek advice from senior coordinating councils, senior advocacy organizations, elected officials, and the general public for the purpose of advocating issues of concern to older persons;
- Inform local senior advocates and organizations of legislation pending before local, state, and federal governments;
- Disseminate information of interest and concern to older persons;
- Be actively involved in the development, implementation, and monitoring of the Area Plan and contract services;
- Develop legislative platforms with representatives from the California Senior Legislature and other state advocacy organizations;
- Sponsor public hearings on the annual Area Plan objectives.

Qualifications:

- Appointments – Advisory Council members are appointed by designated bodies such as the County Supervisors, City Councils and Senior Organizations or are elected by the Advisory Council.
- Age – Appointments by County Supervisors and City Councils must be 60 years of age or older.
- Geographical Area – Appointees must live within the city limits of the appointing city or within the Supervisorial District.
- Interest – Appointees should have an interest in aging issues and willingness to work to find solutions to alleviate the problems of Older Americans.

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ADVISORY COUNCIL MEMBER
JOB DESCRIPTION - CONTINUED

Meetings and Time Commitment:

- The Advisory Council generally meets the first Monday of each month at 12:30 PM. Members spend time each month preparing for and attending the regular meetings, in contact with seniors and local officials, and in attendance at appropriate community meetings. Members are expected to work on at least one committee which will meet monthly. From time to time, there are training sessions and other special meetings in which members participate. It is expected that the members will represent the interests of the older population in their district and keep their special groups informed regarding the programs and activities of the Advisory Council and Sourcewise.

- A term is for 3 years, with a single 3-year renewal available. A person can be appointed by a different agency at the end of their term.

Attendance

- Advisory Council Members are expected to attend all Advisory Council meetings. Advisory Council By-Laws require that a member with unexcused absences from any two consecutive meetings, or seven during a year, is deemed to have resigned from the Council.

Benefits

- Members may be reimbursed for some expenses incurred on Advisory Council business, such as mileage and pre-approved trainings and conferences.

For more information, please contact:
Connie Langford; Chair- Membership Committee. 408-859-6359